

GREENSVILLE COUNTY WATER AND SEWER AUTHORITY

A G E N D A

TUESDAY, JANUARY 22, 2019

**REGULAR SESSION AT THE CONCLUSION OF THE BOARD OF SUPERVISORS
MEETING**

- I. CALL TO ORDER
- II. CLOSED SESSION – Section 2.2-3711 (a) 1) Personnel Matters
 - A. Personnel Matters
- III. RETURN TO REGULAR SESSION - At the Conclusion of the Board of Supervisors Meeting
- IV. CERTIFICATION OF CLOSED MEETING - Resolution #WS-19-19
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF CONSENT AGENDA
 - A. Approval of Minutes – See Attachment – A.
 - B. Budgetary Matters – See Attachment – B.
 - C. Warrants - See Attachment – C.
 - D. Resolution #WS-19-21 - Regarding Personnel Matters Resulting from Closed Session
- VII. PUBLIC HEARING – None
- VIII. ITEMS WITH APPOINTMENTS – None
- IX. OLD BUSINESS – None
- X. NEW BUSINESS
 - A. Resolution #19-20 – Electrical Services Contract – See Attachment – D.
 - B. GCWSA Transition Plan – See Attachment – E.
 - C. Director’s Transition Appointment
- XI. ADJOURNMENT – January 31, 2019 at 2:00 P.M.

At the Regular Meeting of the Greenville County Water and Sewer Authority, held on Monday, January 7, 2019, beginning at the conclusion of the Board of Supervisors meeting, in the Board Room of the Greenville County Government Building, 1781 Greenville County Circle, Emporia, Virginia

Present: Raymond L. Bryant, Jr., Chairman
Tony M. Conwell, Vice-Chairman
Michael W. Ferguson
William B. Cain

Chairman Bryant called the meeting to order.

In Re: Closed Session

Mr. Whittington, Director, stated that Staff recommended the Authority go into Closed Session, Section 2.2-3711 (a) 1) Personnel Matters.

Mr. Ferguson moved, seconded by Mr. Cain, to go into Closed Session, as recommended by Staff. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson and Chairman Bryant.

In Re: Regular Session

Mr. Whittington stated that Staff recommended the Authority return to Regular Session.

Mr. Conwell moved, seconded by Mr. Ferguson, to go into Regular Session. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson, and Chairman Bryant.

In Re: Certification of Closed Meeting – Resolution #WS-19-17

Mr. Ferguson moved, seconded by Mr. Conwell, to adopt the following Resolution. A roll call vote was taken, as follows: Mr. Cain, aye; Mr. Conwell, aye; Mr. Ferguson, aye and Chairman Bryant, aye.

**RESOLUTION #WS-19-17
CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Greenville Water and Sewer Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Greenville County Water and Sewer Authority that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE, BE IT RESOLVED that the Greenville County Water and Sewer Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Greenville County Water and Sewer Authority.

In Re: Organizational Matters

Mr. Whittington stated that Staff was recommending action regarding the meeting times and dates. He stated that again it would be in three parts, that the Water and Sewer Authority meet on the first and third Mondays following the Board of Supervisors Meeting and that it be preceded by Closed Meeting.

Mr. Ferguson moved, seconded by Mr. Conwell, to accept Staff's recommendations. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson and Chairman Bryant.

In Re: Approval of Agenda

Mr. Whittington stated that Staff recommended approval of the Agenda with no added items.

Mr. Conwell moved, seconded by Mr. Ferguson, to approve the Agenda as submitted. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson and Chairman Bryant.

In Re: Approval of the Consent Agenda

Mr. Whittington stated that Staff recommended approval of the Consent Agenda.

Mr. Conwell moved, seconded by Mr. Ferguson, to approve the Consent Agenda consisting of the following items. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson, and Chairman Bryant.

Minutes from the meeting of December 17, 2018.

Warrants:

Approval of Total Accounts Payable for January 7, 2019, in the amount of, \$898,658.57.

Approval of the Accounts Payables for the General Fund, in the amount of, \$179,529.15.

Approval of Accounts Payables for Special Projects, in the amount of, \$719,129.42.

Approval of Payroll for December 31, 2018, in the amount of, \$103,867.48.

In Re: Miscellaneous Matters

Mr. Whittington stated that located in the Friday Memo were the Staff Meeting Minutes and Departmental Reports for the Authority's review and comments.

Chairman Bryant asked if there were any questions. There was none.

In Re: Adjournment

There being no further business to discuss, Mr. Ferguson moved, seconded by Mr. Cain, to adjourn the meeting. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson and Chairman Bryant.


Raymond L. Bryant, Chairman
Greenville County Water and Sewer Authority

GREENSVILLE COUNTY WATER & SEWER

Fund # 1 & 2

VOUCHER

JV# 3

ACCOUNT	AMOUNT	ACCOUNT	AMOUNT
Fund 001 61102 MOORE'S FERRY ROAD 5815 Property Acquisition	5,000.00	Fund 002 61102 SKIPPERS WWTP 5816 Easement Acquisition	5,000.00
TOTAL	5,000.00	TOTAL	5,000.00
EXPLANATION			
Transfer expense of acquisition cost to the correct project.			
<div> <div>  Prepared By </div> <div> 1-9-2019 Date </div> <div> Approved By </div> <div> Date </div> </div>			
<div> <div> Posted By </div> <div> Date </div> </div>			

GREENSVILLE COUNTY WATER & SEWER

Fund # 1 & 2

VOUCHER

JV# 4

ACCOUNT	AMOUNT	ACCOUNT	AMOUNT
VOID CHECK # 43123	250.17	VOID CHECK #43123	250.17
TOTAL	250.17	TOTAL	250.17

EXPLANATION

Void Check #43123 payable to O'Reilly Auto Parts dated 12/17/2018. Check has not cleared our bank account.

O'Reilly has not received this check. The check must be lost in the mail.

Prepared By Shad Shayer

1-14-2019
Date

Approved By

Date _____

Posted By

Date

1/14/2019 FROM DATE- 1/22/2019 ACCOUNTS PAYABLE LIST
AF375 TO DATE- 1/22/2019 GREENSVILLE COUNTY WATER
FUND # - 001 ***OPERATING FUND-WATER*** DEPT # - 00010 **OTHER ASSETS**
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VENDOR NAME	COURSE ID	DESCRIPTION	INVOICE #	INVOICE DATE	INVOICE PAY #

DEPT 9 - 000110 WEATHER ASSETS**			
WEATHER ASSETS			
TREASURER, GREENSVILLE CO	ACCOUNTS RECEIVABLE	- WATER	1/02/2019
TREASURER, GREENSVILLE CO	ACCOUNTS RECEIVABLE	- WATER	1/02/2019
TREASURER, GREENSVILLE CO	ACCOUNTS RECEIVABLE	- WATER	1/02/2019
JOHN PERKINS JR	ACCOUNTS RECEIVABLE	- WATER	1/02/2019
SHARARA TAYLOR	ACCOUNTS RECEIVABLE	- WATER	1/02/2019
MARY SWEETLEN	ACCOUNTS RECEIVABLE	- WATER	1/02/2019
MALLACE E BYRD	ACCOUNTS RECEIVABLE	- WATER	1/02/2019
CARL GARNER JR	ACCOUNTS RECEIVABLE	- WATER	1/02/2019
SCOTT ER A UNEN TAYLOR	ACCOUNTS RECEIVABLE	- WATER	1/02/2019
			114.87
			97.51
			12.59
			2.93
			12.81
			126.58
			79.93
			48.16
			134.05
			629.23 *
TOTAL			629.23

DEPT 9 - 010000 **ADMINISTRATION-WATER**			
ADMINISTRATION-WATER			
VERIZON	348-4705/17-18	12/28/2018	75.31
TELECOMMUNICATIONS			75.31 *
D E HANLESS & ASSOC LLC	5576	1/08/2019	352.00
TRAVEL AND TRAINING			352.00 *
OSSELER BROTHERS HIL	2971806	12/31/2018	8.32
VEHICLE SUPPLIES			8.32 *
TOTAL			435.63

DEPT 5 - 011000 **AUTHORITY BOARD-WATER**			
AUTHORITY BOUSED-WATER			
GREENSVILLE COUNTY	2018 WARS PARTY	12/14/2018	324.82 *
EMPLOYEE RECOGNITION			324.82 *
TOTAL:			324.82

DEPT # - R30000 **UTILITY MAINTENANCE-WATER**			
UTILITY MAINTENANCE-WATER			
MECKLENBURG ELECTRIC COBP	ELECTRICAL SERVICES	2880201180/1-19	1/07/2019
MECKLENBURG ELECTRIC COBP	ELECTRICAL SERVICES	9080005770/1218	12/31/2018
MECKLENBURG ELECTRIC COBP	ELECTRICAL SERVICES	9080005356/1218	12/31/2018
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES	3031885001/1-19	1/03/2019
VERIZON WIRELESS	TELECOMMUNICATIONS	98209427/31	12/23/2018
CINTAS CORPORATION #143	UNIFORM RENTAL	149517678	12/27/2018
CINTAS CORPORATION #143	UNIFORM RENTAL	149521953	1/03/2019
TRANSIT M JAFUSON	TRAIN AND TRAINING	911605E/1-2019	1/11/2019

ACCOUNTS PAYABLE LIST
GREENSVILLE COUNTY WATER
DEPT # - 020000 **UTILITY MAINTENANCE-WATERS**

1/14/2019 FROM DATE- 1/22/2019
AF375 TO DATE- 1/22/2019
FUND # - 001 ***OPERATING EXPENDITURES***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
VIRGINIA TECH	TRAVEL AND TRAINING		GARY 71129-C	1/25/2019	6.00
VIRGINIA TECH	TRAVEL AND TRAINING		SCOTT 71145-C	1/25/2019	6.00
VIRGINIA TECH	TRAVEL AND TRAINING		STEVEN 146294-Y	1/25/2019	6.00
VIRGINIA TECH	TRAVEL AND TRAINING		TRAVIS 109903-T	1/25/2019	6.00
					53.70 *
VARAC, INC	REPAIR & MAINTENANCE SUPPLIES		S4929104.001	1/03/2019	74.73
LOWES BUSINESS ACCOUNT	REPAIR & MAINTENANCE SUPPLIES		903195	12/11/2018	91.62
LOWES BUSINESS ACCOUNT	REPAIR & MAINTENANCE SUPPLIES		907104	12/06/2018	74.61
LOWES BUSINESS ACCOUNT	REPAIR & MAINTENANCE SUPPLIES		912001	12/11/2018	34.62 *
					206.34 *
SADLER BROTHERS OIL	VEHICLE SUPPLIES		2971606	12/31/2018	22.44
SADLER BROTHERS OIL	VEHICLE SUPPLIES		2971609	12/31/2018	196.28
					218.72 *
D'REILLY AUTO PARTS	HEAVY EQUIPMENT SUPPLIES		SC03285600	12/28/2018	.60
D'REILLY AUTO PARTS	HEAVY EQUIPMENT SUPPLIES		2269-169873	11/12/2018	39.88
					40.48 *
LOWES BUSINESS ACCOUNT	C.O.-GENERAC PORTABLE GENERATOR		903185	12/11/2018	250.00
LOWES BUSINESS ACCOUNT	C.O.-GENERAC PORTABLE GENERATOR		907104	12/06/2018	250.00
LOWES BUSINESS ACCOUNT	C.O.-GENERAC PORTABLE GENERATOR		912001	12/11/2018	250.00 *
					250.00 *
					1,770.51
				TOTAL	

DEPT # - 022000 **WATER TREATMENT - JARRATT**

COLUMBIA RELIABILITY	**WATER TREATMENT - JARRATT**	REPAIR & MAINTENANCE SERVICES	050343	1/11/2019	495.00
					495.00 *
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		3920872508/1218	1/02/2019	3,771.44
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		56843457/1218	1/02/2019	2,538.11
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		7878512891/1218	1/02/2019	4,886.79
					11,196.34 *
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		443021132	1/01/2019	171.54
VERIZON WIRELESS	TELECOMMUNICATIONS		9820942731	12/23/2018	102.60
					274.14 *
CINTAS CORPORATION #143	UNIFORM RENTAL		143519136	12/31/2018	38.96
CINTAS CORPORATION #143	UNIFORM RENTAL		143523339	1/07/2019	38.96
					77.92 *
HACH COMPANY	LAB SUPPLIES		11287234	1/08/2019	484.82
					484.82 *
CARDUPLAST INC	REPAIR & MAINTENANCE SUPPLIES		90754	12/26/2018	3,515.06
					3,515.06 *
SADLER BROTHERS OIL	VEHICLE SUPPLIES		2971608	12/31/2018	41.08
					41.08 *
				TOTAL	16,084.16

DEPT # - 023000 **SKIPPER'S WELL SYSTEMS**

DOMINION ENERGY VIRGINIA	**SKIPPER'S WELL SYSTEMS**	ELECTRICAL SERVICES	449021005371-19	1/03/2019	91.23
					91.23 *

ACCOUNTS PAYABLE LIST
GREENSVILLE COUNTY WATER
DEPT # - 023000 **SEWERAGE WELLS SYSTEM**

1/14/2019 FROM DATE- 1/22/2019
AP375 TO DATE- 1/22/2019
FUND # - 001 ***OPERATING EXPENDITURES***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	SS PAY \$*
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		443021132	1/01/2019	59.50
					59.50 *
HAWKINS INC	CHEMICALS		4424433	1/04/2019	355.85
					355.85 *
		TOTAL			506.58

DEPT # - 024000 **JACKSON FIELD HOME WATER SYSTEM**

GRANITE TELECOMMUNICATION TELECOMMUNICATIONS

443021132	1/01/2019	57.15
		57.15 *
TOTAL		57.15

DEPT # - 061100 **CAPITAL PROJECTS - WATER**

B & B CONSULTANTS, INC. PER: JARRATT WTP EXPANSION

22773	1/08/2019	11,900.00
		11,900.00 *
TOTAL		11,900.00

DEPT # - 061102 **MURDER'S FERRY ROAD**

LOWES BUSINESS ACCOUNT CONSTRUCTION
FERTILINE INC CONSTRUCTION

902782	12/05/2018	36.24
4481106	12/26/2018	210.00
		246.24 *
TOTAL		246.24

FUND TOTAL 31,954.32

ACCOUNTS PAYABLE LIST
GREENSVILLE COUNTY WATER
DEPT # - 010100 **ADMINISTRATION-SERVICES**

FROM DATE- 1/22/2019
TO DATE- 1/22/2019
FUND # - 002

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE #	INVOICE DATE	SS	PAY	SS
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VERIZON	**ADMINISTRATION-SERVICES** TELECOMMUNICATIONS	DEPT # - 010100 **ADMINISTRATION-SERVICES**	348-6205/12-18	12/28/2018	112.97	*	
SADLER BROTHERS OIL	VEHICLE SUPPLIES		2771606	12/31/2018	112.97	*	
		TOTAL			12.47	*	
					12.47	*	
					125.44		

GREENSVILLE COUNTY	**AUTHORITY BOARD-SERVICES** EMPLOYEE RECOGNITION	DEPT # - 011100 **AUTHORITY BOARD-SERVICES**	2018 **AS PACTY	12/14/2018	487.22	*	
		TOTAL			487.22	*	
					487.22		

MECKLENBURG ELECTRIC COOP	**UTILITY MAINTENANCE-SERVICES** ELECTRICAL SERVICES	DEPT # - 020100 **UTILITY MAINTENANCE-SERVICES**	288160800/1-19	1/07/2019	125.60		
MECKLENBURG ELECTRIC COOP	ELECTRICAL SERVICES		2883100180/1-19	1/07/2019	99.37		
MECKLENBURG ELECTRIC COOP	ELECTRICAL SERVICES		2884102100/1-19	1/07/2019	95.29		
MECKLENBURG ELECTRIC COOP	ELECTRICAL SERVICES		2884200780/1-19	1/07/2019	86.95		
MECKLENBURG ELECTRIC COOP	ELECTRICAL SERVICES		2888603800/1-19	1/08/2019	122.78		
MECKLENBURG ELECTRIC COOP	ELECTRICAL SERVICES		4394600400/1-19	1/07/2019	477.24		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		1250870091/1218	1/02/2019	136.41		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		1447433527/1218	12/28/2018	17.31		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		1872052103/1218	1/02/2019	496.36		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		2250875037/1218	12/28/2018	19.93		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		3880712580/1218	1/02/2019	125.41		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		420342581/1-19	1/03/2019	17.19		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		4917433797/1218	1/02/2019	16.69		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		5481687508/1-19	1/03/2019	89.78		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		5611825080/1-19	1/03/2019	70.11		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		5913123120/1218	1/02/2019	547.60		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		6760860802/1218	1/02/2019	17.87		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		7061950312/1218	1/02/2019	827.57		
					3,369.46	*	
VERIZON	TELECOMMUNICATIONS		348-4726/12-18	12/28/2018	24.95		
VERIZON	TELECOMMUNICATIONS		634-6731/1-19	1/04/2019	25.33		
VERIZON	TELECOMMUNICATIONS		634-9407/1-19	1/01/2019	25.33		
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		443021132	1/01/2019	57.15		
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		443021132	1/01/2019	59.50		
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		443021132	1/01/2019	57.15		
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		443021132	1/01/2019	57.17		
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		443021132	1/01/2019	61.84		
VERIZON WIRELESS	TELECOMMUNICATIONS		9620942731	12/23/2018	123.15		
					491.57	*	

VENOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
CINTAS CORPORATION #143	UNIFORM RENTAL		143517878	12/27/2018	29.40
CINTAS CORPORATION #143	UNIFORM RENTAL		143521953	1/03/2019	29.40
					58.80 *
TRAVIS M. JORDEN	TRAVEL AND TRAINING		MILEAGE/1-2019	1/11/2019	29.70
VIRGINIA TECH	TRAVEL AND TRAINING		BARRY 71129-6	1/25/2019	9.00
VIRGINIA TECH	TRAVEL AND TRAINING		SCOTT 71145-6	1/25/2019	9.00
VIRGINIA TECH	TRAVEL AND TRAINING		STEVEN 146294-1	1/25/2019	9.00
VIRGINIA TECH	TRAVEL AND TRAINING		TRAVIS 109903-1	1/25/2019	9.00
					65.70 *
XYLEN DENTURING	REPAIR & MAINTENANCE SUPPLIES		409876256	12/22/2018	2,881.38
LOWES BUSINESS ACCOUNT	REPAIR & MAINTENANCE SUPPLIES		903195	12/11/2018	137.43
LOWES BUSINESS ACCOUNT	REPAIR & MAINTENANCE SUPPLIES		907104	12/06/2018	111.91
LOWES BUSINESS ACCOUNT	REPAIR & MAINTENANCE SUPPLIES		912001	12/11/2018	51.93
					3,078.79 *
SADLER BROTHERS OIL	VEHICLE SUPPLIES		2971606	12/31/2018	33.67
SADLER BROTHERS OIL	VEHICLE SUPPLIES		2971609	12/31/2018	294.42
					328.09 *
EMPERIA HARDWARE CO., INC	HEAVY EQUIPMENT SUPPLIES		9936	12/12/2018	18.20
G'REILLY AUTO PARTS	HEAVY EQUIPMENT SUPPLIES		9093285600	12/28/2018	.90
G'REILLY AUTO PARTS	HEAVY EQUIPMENT SUPPLIES		2269-149873	11/12/2018	59.83
					78.93 *
LOWES BUSINESS ACCOUNT	C.D.:GENERAC PORTABLE GENERATO		903195	12/11/2018	375.00
LOWES BUSINESS ACCOUNT	C.D.:GENERAC PORTABLE GENERATO		907104	12/06/2018	375.00
LOWES BUSINESS ACCOUNT	C.D.:GENERAC PORTABLE GENERATO		912001	12/11/2018	375.00
					375.00 *
					7,846.34
				TOTAL	

DEPT # - 031000 **FALLING RUN SEWAGE TREAT. PLANT**

FALLING RUN SEWAGE TREAT. PLANT					
FURVIS WELL SERVICE LLC	REPAIR & MAINTENANCE SERVICES		INV/12-3-2018	12/03/2018	990.00
					990.00 *
HECKLEBURG ELECTRIC COOP	ELECTRICAL SERVICES		3389301802/1-19	1/07/2019	3,100.77
					3,100.77 *
VERIZON	TELECOMMUNICATIONS		348-3778/12-18	12/28/2018	24.95
					24.95 *
EMFORIA HARDWARE CO., INC	REPAIR & MAINTENANCE SUPPLIES		9910	12/05/2018	1.75
FURVIS WELL SERVICE LLC	REPAIR & MAINTENANCE SUPPLIES		INV/12-03/2018	12/03/2018	350.00
					351.75 *
WATER GUARD, INC	CHEMICALS		0261750-1M	1/03/2019	256.50
					256.50 *
				TOTAL	4,723.97

DEPT # - 032000 **THREE CREEK SEWAGE TREAT. PLANT**

THREE CREEK SEWAGE TREAT. PLANT					
COLUMBIA RELIABILITY	REPAIR & MAINTENANCE SERVICES		850344	1/11/2019	700.00

ACCOUNTS PAYABLE LIST
 GREENSVILLE COUNTY WATER
 DEPT # - 032000 **THREE CREEK SEWAGE TREAT. PLANT**

VENOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
PURVIS WELL SERVICE LLC	REPAIR & MAINTENANCE SERVICES		INV/11-15-2018	11/15/2018	150.00
DAVID WHITE CRANE SERVICE	REPAIR & MAINTENANCE SERVICES		2593	11/14/2018	400.00
					1,250.00 *
VERIZON WIRELESS	TELECOMMUNICATIONS		9820942731	12/23/2018	102.96
					102.96 *
CINTAS CORPORATION #149	UNIFORM RENTAL		143521954	1/03/2019	41.78
CINTAS CORPORATION #143	UNIFORM RENTAL		143526172	1/10/2019	41.78
					83.56 *
BOAT VISA CARD #3662	TRAVEL AND TRAINING		0804/111111	1/10/2019	198.00
					198.00 *
EMPORIA HARDWARE CO., INC	REPAIR & MAINTENANCE SUPPLIES		9956	12/15/2018	4.75
CINTAS CORPORATION #143	REPAIR & MAINTENANCE SUPPLIES		143517600	12/27/2018	400.00
O'REILLY AUTO PARTS	REPAIR & MAINTENANCE SUPPLIES		SC03285600	12/28/2018	2.25
O'REILLY AUTO PARTS	REPAIR & MAINTENANCE SUPPLIES		2269-170165	11/13/2018	71.81
O'REILLY AUTO PARTS	REPAIR & MAINTENANCE SUPPLIES		2269-170717 CM	11/16/2018	47.94
O'REILLY AUTO PARTS	REPAIR & MAINTENANCE SUPPLIES		2269-170719	11/16/2018	126.49
					557.46 *
SADLER BROTHERS BIL	VEHICLE SUPPLIES		2971607	12/31/2018	300.36
					300.36 *
NICHOLE D. SMITH	WEARING APPAREL		BDUTS/1-2019	1/03/2019	65.00
					65.00 *
SLUDGE PROCESS	CHEMICALS		2131412-SCA	1/02/2019	3,611.00
					3,611.00 *
SADLER BROTHERS BIL	HEAVY EQUIPMENT SUPPLIES		2971607	12/31/2018	176.52
					176.52 *
			TOTAL		6,344.86
DEPT # - 033000 **SEWAGE SERVICES**					
CITY OF EMPORIA	CONTRACTUAL SERVICES:EMPORIA		CSE/ACCT 1/1118	12/31/2018	239.84
					239.84 *
			TOTAL		239.84
DEPT # - 034000 **JARRATT SEWAGE TREAT. PLANT**					
DONATHAN ENERGY VIRGINIA	ELECTRICAL SERVICES		3000035003/1218	1/02/2019	1,479.81
					1,479.81 *
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		443021132	1/01/2019	57.15
					57.15 *
HATEN GUARD, INC	CHEMICALS		0261759-IN	1/03/2019	374.00
					374.00 *
			TOTAL		1,910.96
DEPT # - 035000 **SKIPPER'S SEWAGE TREAT. PLANT**					
HATEN GUARD, INC	CHEMICALS		0261758-IN	1/03/2019	650.70
					650.70 *
			TOTAL		650.70

ACCOUNTS PAYABLE LIST
GREENSBURG COUNTY WATER
DEPT # - 035000 WASTEWATER TREAT. PLANT**

1/14/2019 FROM DATE- 1/22/2019
AF375 TO DATE- 1/22/2019
FUND # - 002

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE #	INVOICE DATE	SS PAY \$*
DEPT # - 061102 WASTEWATER TREAT. PLANT**					

B & B CONSULTANTS, INC. WASTEWATER TREAT. PLANT**
PROF. SERVICES: ENGINEERING

22768	1/08/2019	28,319.10
TOTAL		28,319.10 *
FUND TOTAL		50,648.43
TOTAL DUE		82,602.75

Approved

Signed Alice Whitey Title Finance Manager Date 1/14/19

ACCOUNTS PAYABLE CHECKS
GREENSVILLE COUNTY WATER

FROM DATE- 1/22/2019
TO DATE- 1/22/2019

1/14/2019

FUND NO.	DESCRIPTION	\$\$\$ PAY \$\$\$
001	***INTERESTING EXPENDITURES**	\$31,954.32
002		\$50,648.43
	TOTAL	\$82,602.75

ACCOUNTS PAYABLE LIST
GREENSVILLE COUNTY WATER
DEPT # - 021000 **WATER PURCHASE**

1/11/2019 FROM DATE- 1/08/2019
AP375 TO DATE- 1/08/2019
FUND # - 001 ***OPERATING EXPENDITURES***

DESCRIPTION	INVOICE#	INVOICE DATE	CHECK DATE	\$\$\$ PAY \$\$\$
-------------	----------	--------------	------------	-------------------

DEPT # - 021000 **WATER PURCHASE**

WATER PURCHASE
NORTHAMPTON COUNTY PUBLIC WATER PURCHASE-NORTHAMPTO
NORTHAMPTON COUNTY PUBLIC WATER PURCHASE-NORTHAMPTO

21006227/1-2019	12/31/2018	1/08/2019	1,240.00
43006548/1-2019	12/31/2018	1/08/2019	13.60
TOTAL			1,253.60 *
FUND TOTAL			1,253.60

ACCOUNTS PAYABLE LIST
GREENSBURG COUNTY WATER
DEPT # - 033000 **SEWAGE SERVICES**

FROM DATE- 1/08/2019
TO DATE- 1/08/2019

1/11/2019
AP375
FUND # - 002

VENDOR NAME	CHANGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	CHECK DATE	\$\$\$ PAY \$\$\$

DEPT # - 033000 **SEWAGE SERVICES**

SEWAGE SERVICES
NORTHAMPTON COUNTY PUBLIC CONTRACTUAL SERVICES: RESY

21006227/1-2019	12/31/2018	1/08/2019	1,241.50
TOTAL			1,241.50 *
FUND TOTAL			1,241.50
TOTAL DUE			2,495.10

Approved

Signed Debra Whaley Title Business Manager Date 1/14/19

ACCOUNTS PAYABLE CHECKS
GREENSVILLE COUNTY WATER

FROM DATE- 1/08/2019
TO DATE- 1/08/2019

1/11/2019

FUND NO.	DESCRIPTION	\$\$\$ PAY \$\$\$
001	***OPERATING EXPENDITURES***	51,253.60
002		51,241.50
	TOTAL	2,495.10

ACCOUNTS PAYABLE LIST
GREENSVILLE CD HAS AUTH
DEPT # - 076000 **INTAKE AND PUMP STATIONS**

1/14/2019 FROM DATE- 1/22/2019
AP375 TO DATE- 1/22/2019
FUND # - 001 ***EXPENDITURES***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICES	INVOICE DATE	PAY DATE	CHECK DATE	\$\$\$ PAY \$\$\$
DEPT # - 076000 **INTAKE AND PUMP STATIONS**							
INTAKE AND PUMP STATIONS							
B & B CONSULTANTS INC	6600. SERVICES:ENGINEERING	22769	1/08/2019	1/22/2019			1,009.76
B & B CONSULTANTS INC	INSPECTION	22769	1/08/2019	1/22/2019			1,009.76 *
							1,950.00
							1,950.00 *
							2,959.76
							TOTAL

DEPT # - 077000 **RESERVOIR/INTER. PUMP STATION**

RESERVOIR/INTER. PUMP STATION							
B & B CONSULTANTS INC	PROF. SERVICES:ENGINEERING	22769	1/08/2019	1/22/2019			4,140.04
B & B CONSULTANTS INC	PROF. SERVICES:ENGINEERING	22769	1/08/2019	1/22/2019			2,325.00
B & B CONSULTANTS INC	GEOTECHNICAL	22769	1/08/2019	1/22/2019			6,465.04 *
B & B CONSULTANTS INC	INSPECTION	22769	1/08/2019	1/22/2019			690.00
							690.00 *
							14,495.00
							14,495.00 *
							21,850.04
							TOTAL

DEPT # - 078000 **RAM WATER MAINS**

RAM WATER MAINS							
B & B CONSULTANTS INC	PROF. SERVICES:ENGINEERING	22769	1/08/2019	1/22/2019			807.80
B & B CONSULTANTS INC	INSPECTION	22769	1/08/2019	1/22/2019			807.80 *
							97.50
							97.50 *
							905.30
							TOTAL
							FUND TOTAL
							25,515.10
							TOTAL DUE
							25,515.10

Approved

Signed Debra Whitley Title Finance Manager Date 1/14/19

FUND NO.	DESCRIPTION	\$\$\$ PAY \$\$\$
001	*****EXPENDITURES****	\$25,515.10
	TOTAL	25,515.10

**RESOLUTION #WS-19-20
ELECTRICAL SERVICES CONTRACT**

WHEREAS, The Greenville County Water & Sewer Authority ("Authority") advertised and issued a Request for Proposals, for an Industrial Controls Electrician; and

WHEREAS, One proposal was received and opened on December 20, 2018 at 2:00 PM; and

WHEREAS, Colonial Reliability Services was the only proposal received; and

WHEREAS, Colonial Reliability Services proposal was well organized and they have been providing this service for the last three years. The staff interviewed Colonial Reliability; and

WHEREAS, The Staff recommends awarding the contract to Colonial Reliability Services.

THEREFORE, it is accordingly, hereby resolved;

- The Authority accepts Colonial Reliability's proposal.
- The Authority awards Colonial Reliability Services a three-year contract.
- The Authority authorizes the Executive Director to execute the contract prepared by the Authority's Attorney.

Raymond L. Bryant, Chairman
Greenville County Water and Sewer Authority

ATTEST:

Denise A. Banks, Clerk
Greenville County Water and Sewer Authority

Adopted this 22nd day of January, 2019.

INDUSTRIAL CONTROLS ELECTRICIAN SERVICES PROPOSAL

Company: Colonial Reliability Services Company

Contact Person Roy Cook

Address: P.O. Box 300 (25184 Old Pl. Rd)
Caption VA 23829

Phone 757 651-8144

Virginia Master Electrician License Number 2710038285

Call In, Monday - Friday 8:00am - 5pm

- Electrician 70.00 per hour
- Helper 40.00 per hour

Call In, Outside Normal Business Hours / Weekends or Holiday's

- Electrician 105.00 per hour
- Helper 60.00 per hour

Work on Projects Scheduled (Two weeks in Advance)

- Electrician 70.00 per hour
- Helper 40.00 per hour

Proposed travel compensation? \$40.00 (one way only)

Roy Cook
Company Owner/Agent

Dec 17th 2018
Date

COUNTY OF GREENSVILLE

To: Greenville County Water and Sewer Authority

From: K. David Whittington and Brenda Parson



Subject: Transition Plan

Date: January 15, 2019

On December 4, 2017, the Greenville County Water and Sewer Authority approved the Transition Plan. The Plan offered a number of recommendations as a result of the passing of Moses Clements, Assistant Director. There were three bimonthly reports providing an ongoing evaluation of the recommendations. The Transition Plan Evaluation dated May 30, 2018, is attached. The current status of the recommendations are as follows:

1. Complete
2. Complete
3. Complete
4. Complete
5. Complete
6. Complete
7. Complete
8. Complete
9. Complete
10. Complete
11. Incomplete, deferred until December 2018
12. Incomplete, new personnel

The Staff requests the Authority complete recommendations 11 and 12. Staff recommends:

- 1) The creation of one Crew Leader position rather than two as initially recommended in the Transition Study.
- 2) The approval of the job description for Crew Leader, a copy of which is attached.

- 3) The approval of minor changes to the job description of Utility Maintenance Worker I, II and Pump Station Technician positions.
- 4) The advertising of one Crew Leader position within the GCWSA Staff, conducting the interviews of all applicants and bringing a recommendation to the Authority for its consideration and action.
- 5) The effective date for implementation of these recommendations would be October 1, 2019.

During this transitional period, the receptionist, Treva Pernell was providing secretarial assistance. Secretarial assistance is now being provided by Glenda Gilliam, Receptionist.

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Greenville County, VA

JOB DESCRIPTION

Utility Maintenance Worker I

Department: Utility Maintenance

Pay Grade: 8

FLSA Status: Non-Exempt

JOB SUMMARY

Performs entry-level, semiskilled and manual work in the repair and maintenance of water and sewer lines; performs building and grounds maintenance tasks; and does related work as required. Work is performed under daily oversight of Utility Maintenance Worker II or Utility Crew Leader ~~Maintenance Worker III~~; and under supervision of ~~or~~ Utility Maintenance Manager ~~Supervisor~~.

ESSENTIAL JOB FUNCTIONS

- Repairs, installs, -and maintains water and sewer lines; flushes sewer lines; reads and installs meters; and performs building and grounds maintenance tasks.
- ~~Reads water meters and installs new meters.~~
- Responds to problems on the water and sewer systems.
- Addresses assigned work orders such as turn water off/on, pressure checks, etc.
- Assists in the installation of service connections for wastewater and water; and repairs water mains.
- Provides minor repairs to buildings, electrical, and plumbing facilities.
- Performs rough and finished carpentry, painting, and welding; and repairs doors, locks, windows, roofs, and gutters.
- Performs grounds maintenance such as cutting trees, shrubs, grass, etc.
- Transports supplies and equipment in pick-up and dump truck.
- Answers emergency calls after business hours, weekends, and holidays as needed;
- Operates emergency pumps and generators.

- Tests water at County wells; and at plants when needed.;
- Assists with pump station and wastewater plant maintenance tasks.
- Helps GIS with mapping water and sewer infrastructure as needed.
- Assists with mechanic work on equipment and related appurtenances.
- Bushes-hogs water and sewer easements;waterways.
- May perform maintenance on tractors, backhoes, trucks, lawnmower, weed eaters, power saws, dump truck, trailers, etc.
- May assist with related inventory.;
- Handles the Miss Utility tickets.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Graduation from high school or GED. Some experience in basic carpentry and grounds maintenance No-experience-required.

Special Requirements/ Licenses or Certifications:

Possession of an appropriate CDL license valid in the Commonwealth of Virginia within six months of employment. Possession of a Class V water license within one year of employment. Possession of Registered Technician for right-of-way certification. Possession of a State Flagman's License. Take and pass classes with a "C" or higher grade in basic electricity (i.e. Electrical Circuits I, Residential Wiring Methods and Technical Elective-Troubleshooting) within two years of employment. Must be at least 21 years of age.

Knowledge, Skills and Abilities:

~~Some knowledge of the tools, materials and equipment used in the maintenance and repair of water and sewer lines; some knowledge of a variety of maintenance and manual tasks involved in the maintenance and repair of water and sewer lines; some knowledge of basic carpentry, electrical and plumbing work; some knowledge of the use of common hand and power tools; some knowledge of the safe use and operation and preventive maintenance of mechanical equipment; basic computer skills.~~

- Some knowledge of the tools, materials, and equipment used in the maintenance and repair of water and sewer lines.
- Some knowledge of a variety of maintenance and manual tasks involved in the maintenance and repair of water and sewer lines.
- Some knowledge of basic carpentry, electrical, and plumbing work.
- Some knowledge of the use of common hand and power tools.
- Some knowledge of the safe use and operation and preventive maintenance of mechanical equipment.
- Basic computer skills.

DEMANDS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to ten (10) pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for: depth perception; color perception; visual inspection involving small defects and/or small parts; use of measuring devices; assembly or fabrication of parts at or within arm's length; operation of machines; operation of motor vehicles or equipment; and observing general surroundings and activities.

WORK ENVIRONMENT

The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Greensville County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

E.O.E. Greensville County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.



Greenville County, VA

JOB DESCRIPTION

Utility Maintenance Worker II

Department: Utility Maintenance

Pay Grade: 12

FLSA Status: Non-Exempt

JOB SUMMARY

Performs intermediate semiskilled and manual work in the repair and maintenance of water and sewer lines; performs building and grounds maintenance tasks; and does related work as required. Work is performed under daily oversight of Utility Crew Leader and under regular supervision of the Utility Maintenance Manager Supervisor. Direction Supervision is exercised over Utility Maintenance Worker I when Utility Maintenance Worker III or Utility Maintenance Supervisor are unavailable.

ESSENTIAL JOB FUNCTIONS

- Repairs, installs, and maintains water and sewer lines; flushes sewer lines and performs building and grounds maintenance tasks;
- Reads water meters and installs new meters;
- Responds to problems on the water and sewer systems;
- Installs service connections for wastewater and water; and repairs water and sewer mains;
- Provides minor repairs to buildings, electrical, and plumbing facilities;
- Performs rough and finished carpentry, painting, and welding; and repairs doors, locks, windows, roofs, and gutters;
- Performs grounds maintenance such as cutting trees, shrubs, grass, etc.;
- Transports supplies and equipment in pick-up and dump truck;
- Answers emergency calls after business hours, weekends, and holidays as needed;
- Operates emergency pumps and generators;
- Tests water at County wells; and at plants when needed. Adjusts chemical dosages to optimize treatment and maintain water quality;
- Assists with pump station, wastewater/water plant, and well maintenance tasks;

- Assists GIS with mapping water and sewer infrastructure as needed;
- Performs maintenance and mechanic work on equipment and related appurtenances;
- Supervises work at job sites as needed;
- Helps maintain the related alarm systems;
- May order and maintain parts for service installations and emergency repairs; and may assist with related inventory;
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Graduation from high school or GED; and three years of experience in the maintenance, repair, and/or construction of water and sewer lines.

Special Requirements/ Licenses or Certifications:

Possession of an appropriate CDL license valid in the Commonwealth of Virginia within six months of employment. Possession of a Class V Water License within one year of employment. Possession of pesticide applicator for right-of-way certification. Possession of a State Flagman's License. Possession of a Backflow Prevention Device License. Possession of a GCWSA Soil and Sediment Control certification, recertified annually License. Take and pass classes in basic electricity (i.e. Electrical Circuits I & II and, Residential Wiring Methods, ~~Technical Elective—Troubleshooting, Technical Elective Diagrams, National Electrical Code I & II~~) within ~~three~~ two ~~one~~ years of employment. Must be at least 21 years of age.

Knowledge, Skills and Abilities:

- General knowledge of the tools, materials, and equipment used in the maintenance and repair of water and sewer lines.
- General knowledge of a variety of maintenance and manual tasks involved in the maintenance and repair of water and sewer lines.
- General knowledge of basic carpentry, electrical, and plumbing work.
- General knowledge of the use of common hand and power tools.
- Thorough knowledge of the safe use and operation and preventive maintenance of mechanical equipment.
- Basic computer skills.

DEMANDS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to ten (10) pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for: depth perception; color perception; visual inspection involving small defects and/or small parts; use of measuring devices; assembly or fabrication of parts at or within arm's length; operation of machines; operation of motor vehicles or equipment; and observing general surroundings and activities.

WORK ENVIRONMENT

The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Greenville County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

E.O.E. *Greenville County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*



Greenville County, VA

JOB DESCRIPTION

Pump Station Technician

Department: Utility Maintenance Sewer

Pay Grade: 11

FLSA Status: Non-Exempt

JOB SUMMARY

Performs intermediate skilled work in the inspection, repair, and maintenance of pumping station equipment and wells; and does related work as required. Work is performed under daily oversight of the Utility Crew Leader and under general ~~regular~~ supervision of Utility Maintenance Manager-Crew Leader.

ESSENTIAL JOB FUNCTIONS

- Inspects, maintains, and repairs water and sewer pumping stations, wells, valves, and related equipment;
- Inspects sewer pumping stations and related equipment for proper operations;
- Checks and repairs electrical devices; and removes, replaces, and repairs pumps;
- Performs preventive maintenance and maintains alarm systems;
- Maintains records and logs of work performed;
- Repairs and replaces pipes and other appurtenances;
- Ensures proper safety precautions are adhered to during maintenance and construction operations that are handled by staff;
- Performs general maintenance at pumping stations;
- Maintains pumps, valves, blowers, filters, screens, emergency motors, generators, and other equipment;
- Reads various meters and gauges;
- Hauls and mixes chemicals for water analysis. Runs water tests for drinking water. Calibrates chemical feed pumps;
- Pulls pumps, pulls foreign materials from bar screens, changes breakers, and starts/runs capacitors and other electrical devices when needed;
- Works with alarm systems at stations;

- Adjusts, repairs, and replaces malfunctioning parts such as bearings, gauges, seats, and packing;
- Makes repairs to floats and air type pump controls;
- Lubricates pumps and motors;
- Operates flush trucks for sewer back-ups; and operates back hoe and dump truck when needed;
- Performs general grounds keeping duties around pump stations;
- Rotates on-call duties;
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Graduation from high school or GED; and five years of experience in the repair and maintenance of pumping station equipment and wells.

Special Requirements/ Licenses or Certifications:

Possession of an appropriate CDL license valid in the Commonwealth of Virginia. Possession of Pesticide Registered Technician Certification. Possession of a Class IV Virginia Water License. Possession of a State Flagman's License. Possession of a GCWSA Erosion & Sediment Control Certification, recertified annually. Take and pass classes with a "C" or higher grade in basic electricity (i.e. Electrical Circuit I & II, Residential Wiring Methods or equivalent classes, within three years of employment. Must be at least 21 years of age.

Knowledge, Skills and Abilities:

- Thorough knowledge of the repair and maintenance of the mechanical, hydraulic, and electrical components of pump station;
- Thorough knowledge of the occupational hazards and necessary safety precautions of the work.
- Skill in the use and care of tools of the trade.
- Some knowledge of the operation, safety, and preventative maintenance of heavy equipment.
- Ability to determine improper operation of pumping equipment and take proper remedial action.
- Ability to follow oral and written directions.
- Ability to establish and maintain effective working relationships with associates.
- Basic computer skills.

DEMANDS

This is medium work requiring the exertion of: 50 pounds of force occasionally; up to 20 pounds of force frequently; and up to ten (10) pounds of force constantly to move objects. There is some heavy work requiring the exertion of: 100 pounds of force occasionally; up to 50 pounds of force frequently; and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for: visual inspection involving small defects and/or small parts; use of measuring

devices; assembly or fabrication of parts at or within arm's length; operation of motor vehicles or equipment; determining the accuracy and thoroughness of work; and observing general surroundings and activities.

WORK ENVIRONMENT

The worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment

Greenville County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

E.O.E. *Greenville County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*



Greenville County, VA

JOB DESCRIPTION

Utility ~~Crew Leader Maintenance Worker III~~

Department: Utility Maintenance

Pay Grade: 14

FLSA Status: Non-Exempt

JOB SUMMARY

Plans schedules and supervises maintenance teams within the Authority's Maintenance department. Performs ~~complex intermediate~~ skilled work repairing, maintaining and operating water and sewer systems. The systems include treatment facilities, booster stations, wells, distribution lines, storage facilities, wastewater collection systems and sewer pump stations. Performs ~~complex senior level, semi~~skilled and manual work in the repair and maintenance of water and sewer lines; performs building and grounds maintenance tasks; and does related work as required. Work is performed under ~~general regular~~ supervision of ~~Utility Utility~~ Maintenance ~~Manager Supervisor~~. Supervision is exercised over Utility Maintenance Worker I, ~~Utility Maintenance Worker II and Pump Station Technician,~~ and ~~summer helpers when Utility Maintenance Crew Leader or Utility Maintenance Supervisor are unavailable.~~

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ESSENTIAL JOB FUNCTIONS

- Supervises ~~routine preventative~~ and emergency maintenance tasks at pump stations, wastewater plants, water plants and wells;
- Supervises work at job sites;
- Operate laptop computer;
- Troubleshoot and repair utility systems and appurtenances;
- Repairs and maintains water and sewer lines; ~~reads meters; flushes sewer lines; and performs building and grounds maintenance tasks.~~
- Perform water quality analysis at well and booster station sites. Adjust chemical dosage to optimize treatment and ~~maintain water quality;~~

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- ~~Inventory, order and maintain parts for service installations and emergency repairs throughout the Authority's systems;~~
- ~~Install main line service connections;~~
- ~~Minor repairs to buildings, electrical and plumbing facilities;~~
- ~~Perform rough and finished carpentry, painting and welding; repairs doors, locks, windows, roofs and gutters;~~
- ~~Perform grounds maintenance such as cutting trees, shrubs, grass, etc;~~
- ~~Transport supplies and equipment in pick-up and dump truck;~~
- ~~Answer emergency calls after business hours, weekends and holidays;~~
- ~~Operate emergency pumps and generators;~~
- ~~Check and maintain alarm systems;~~
- ~~Assist in the development and validation of the Authority GIS utility mapping;~~
- ~~Performs other related duties as required.~~
- ~~Reads water meters and installs new meters.~~
- ~~Responds to problems on the water and sewer systems.~~
- ~~Installs service connections for wastewater and water; and repairs water and sewer mains.~~
- ~~Provides minor repairs to buildings, electrical, and plumbing facilities.~~
- ~~Performs rough and finished carpentry, painting, and welding; and repairs doors, locks, windows, roofs, and gutters.~~
- ~~Performs grounds maintenance such as cutting trees, shrubs, grass, etc.~~
- ~~Transports supplies and equipment in pick-up and dump truck.~~
- ~~Answers emergency calls after business hours, weekends, and holidays as needed.~~
- ~~Operates emergency pumps and generators.~~
- ~~Tests water at County wells; and at plants when needed. Adjusts chemical dosages to optimize treatment and maintain water quality.~~
- ~~Assists with pump station, wastewater/water plant, and well maintenance tasks.~~
- ~~Assists GIS with mapping water and sewer infrastructure as needed.~~
- ~~Orders and maintains parts for service installations and emergency repairs; and assists with related inventory.~~
- ~~Performs mechanical and service work on equipment and related appurtenances.~~
- ~~Supervises work at job sites as needed~~
- ~~Helps maintain the related alarm systems.~~
- ~~Performs other related duties as assigned.~~

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QUALIFICATIONS

Education and Experience:

Graduation from high school or GED; and three-five years of experience in the maintenance, repair, and/or construction of water and sewer ~~lines equipment.~~

Special Requirements/ Licenses or Certifications:

Possession of an appropriate CDL license valid in the Commonwealth of Virginia ~~within six months of employment.~~ Possession of pesticide applicator for right-of-way certification. Possession of a

Greensville County, VA

County, Intenance Worker III

Prepared: 4/30/2018

Class IV Virginia Water License within one year of employment. Possession of a State Flagman's License. Possession of a Backflow Prevention Device License. Possession of a GCWSA Erosion & Sediment Control Soil and Sediment Control License. Certification, recertified annually. Take classes and received a grade "C" or higher in basic electricity (i.e. Electrical Circuits I & II, Residential Wiring or equivalent classes, Methods and Troubleshooting & Diagrams, within one year of employment Possession of a Journeyman's Certification in electricity. Must be at least 21 years of age.

Knowledge, Skills and Abilities:

General knowledge of the tools, materials and equipment used in the maintenance and repair of water and sewer lines; general knowledge of a variety of maintenance and manual tasks involved in the maintenance and repair of water and sewer lines; general knowledge of basic carpentry, electrical and plumbing work; general knowledge of the use of common hand and power tools; thorough knowledge of the safe use and operation and preventive maintenance of mechanical equipment; basic computer skills

- General knowledge of the tools, materials, and equipment used in the maintenance and repair of water and sewer lines.
- General knowledge of water treatment principles and operating practices;
- Ability to detect flaws in the operation of equipment and to determine the proper remedial measures;
- General knowledge of a variety of maintenance and manual tasks involved in the maintenance and repair of water and sewer lines.
- General knowledge of basic carpentry, electrical, and plumbing work.
- Ability to keep records and prepare reports;
- General knowledge of the use of common hand and power tools.
- Thorough knowledge of the safe use and operation and preventive maintenance of mechanical equipment.
- Basic computer skills.

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DEMANDS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to ten (10) pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for: depth perception; color perception; visual inspection involving small defects and/or small parts; use of measuring devices; assembly or fabrication of parts at or within arm's length; operation of machines; operation of motor vehicles or equipment; and observing general surroundings and activities.

WORK ENVIRONMENT

The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Greensville County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

E.O.E. Greensville County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.

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